

Steps and Resources for Contracting with a Food Service Management Company (FSMC)

Step 1

- * Discuss advantages/disadvantages of food service privatization with other local education agencies (LEAs).
- * Obtain and review the following suggested resources:
 - ⇒ “Contracting with Food Service Management Companies: Guidance for School Food Authorities.”
<http://www.fns.usda.gov/sites/default/files/FSMCguidance-sfa.pdf>
 - ⇒ USDA Procurement Regulations
http://edocket.access.gpo.gov/cfr_2006/janqtr/pdf/7cfr3016.36.pdf
 - ⇒ “State Agency Guidance on Procurement, Topics 1 & 2”: online USDA training available to the public through the National Food Service Management Institute:
<http://www.nfsmi.org>
 - ⇒ NJ Public School Contract Law and related rules:
http://www.state.nj.us/dca/divisions/dlgs/programs/lpcl_docs/cur_ind_ex_rate.pdf
 - ⇒ “Best Practices for Awarding Service Contracts”:
www.nj.gov/comptroller/news/docs/service_contracts_report.pdf.
 - ⇒ County-by-County Listing of LEAs Contracting with a FSMC
To obtain copies of the above document contact Arleen Ramos Szatmary at:
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Step 2

- * Attend “Contracting with a FSMC” training offered by the Division of Food and Nutrition.
- * Prepare specifications for the RFP.
- * Obtain current copy of the “NJ Directory of Registered Food Service Management Companies” (Form 221). Available online at:
SNEARS-Resources
-or-
www.state.nj.us/agriculture/applic/forms/#5
- * Advertise availability of the RFP in the regional newspaper or in the LEAs official newspaper for publication of RFPs.
- * If applicable, schedule facility walk-through.

Step 3

- * Receive and review proposals. Complete “FSMC Proposal Comparison Form” (Form 24).
 - * Evaluate proposals using the weighted scoring/evaluation criteria listed in the RFP.
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Step 4

- * Award contract.
 - * Maintain record of procurement history, including reasons for selection of FSMC and basis of contract price.
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Step 5

- * Complete and submit documents indicated on “Local Education Agency (LEA)/FSMC Base Year Contract Checklist” (Form 15) as soon as the executed contract, certified board minutes and support documents are available.

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